

Frequently Asked Questions – Amending Quarterly Reports

Can I amend a report submitted through eServices?

Yes, reports can be amended using eServices .

Can I amend a report submitted by paper and mailed to DLI?

Yes, you can amend quarterly reports on eServices, even if the original report was sent in by paper. Once the original report is processed, it can be viewed, printed, or amended using eServices.

How do I amend my report on eServices?

1. Log into *UI eServices for Employers*
2. Click into the Account you need to file the amended report
3. On the “File & Pay” tab
 - a. Click the “View Report” link for the quarter that needs to be amended

The screenshot shows the top navigation bar with tabs: FILE & PAY, RATE & BENEFIT INFO, REQUESTS¹, ACTIVITY, MESSAGES¹¹, LETTERS⁰, and ACCOUNT SERVICES. Below this is a sub-bar with ATTENTION NEEDED⁹ and ALL QUARTERS. The main content area is titled 'QUARTERS FROM FEB 21, 2012' and includes a 'Change Date' and 'Filter' link. A table lists quarterly reports with columns for Quarter, Report Status, View Report, Pay, Tax, Penalty, Interest, Credits, Balance, and Messages.

Quarter	Report Status	View Report	Pay	Tax	Penalty	Interest	Credits	Balance	Messages
Mar 31, 2014	Ontime-Processed	View Report	Pay	567.00	0.00	0.00	0.00	567.00	Make a Payment
Dec 31, 2013	Late-Processed	View Report	Pay	172.40	25.00	2.58	0.00	199.98	Make a Payment
Sep 30, 2013	Late-Processed	View Report	Pay	612.00	25.00	36.72	0.00	673.72	Make a Payment
Jun 30, 2013	Late-Processed	View Report	Pay	0.00	25.00	0.00	0.00	25.00	Make a Payment
Mar 31, 2013	Late-Processed	View Report	Pay	6,120.00	25.00	917.90	6,996.11	66.79	Make a Payment

- b. Click the “Change” tab at the top of the screen 
- c. Select a “Reason” for the report change using the drop-down box
- d. Type a detailed explanation as to why the report needs to be amended in the “Explanation” box

File 3/31/2014 Quarterly Report

Select a reason for the report change and include a detailed explanation.

Adding Employee(s) 

Added Bonnie Smith because I forgot to enter her wages on the first report

option below [UI-5 Instructions](#) [File Import Instructions](#)

A report must be filed on an active account even if no wages are paid. Select "No wages paid" and click the "Submit" button to file a zero wage (none) report.

To file a report with wages, select the "File a report with wages" to the left.

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- e. Amend any wage information or number of covered employees that needs to be changed

File 3/31/2014 Quarterly Report

Select a reason for the report change and include a detailed explanation.

Adding Employee(s)

Added Bonnie Smith because I forgot to enter her wages on the first report

Step 1: Did you pay wages? Select an option below

[UI-5 Instructions](#)

[File Import Instructions](#)

No wages paid

A report must be filed on an active account even if no wages are paid. Select "No wages paid" and click the "Submit" button to file a zero wage (none) report.

File a report with wages

To file a report with wages, select the "File a report with wages" to the left.

Step 2: Enter Employee Counts

Number of covered workers who worked during, or received pay for, the payroll period that includes the 12th day of the month.

1 January

1 February

1 March

Step 3: Enter Wages

Employee wages can be keyed into the table below or a formatted Excel or CSV file can be imported using the "Import" button.

Gross Wages \$30,000.00

Taxable Wage Limit \$29,000.00

Excess Wages \$0.00

Rate 3.78%

Taxable Wages \$30,000.00

Tax Due \$1,134.00

[Load Previous Quarter's SSNs](#) [Filter](#)

1 - 2 of 2

Show Errors

	SSN	Last Name	First Name	Gross Wages	Excess Wages	Missing SSN
	654-65-4654	SMITH	JOHN	15,000.00	0.00	<input type="checkbox"/>
	651-32-1321	SMITH	BONNIE	15,000.00	0.00	<input type="checkbox"/>
						<input type="checkbox"/>

Format: _ - _ -

Wage Table Icon: Copy Row Delete Row

Import

Save and Finish Later

Submit

Cancel

- f. Click the "Submit" button
- g. Type your Secret Answer in the "eSignature" box
- h. View/print confirmation page
- i. View/print copy of the report
- j. Make a payment if additional tax is owing

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Thank you for submitting your amended report. Provided no additional follow-up is needed, the changes should be fully processed within 3 - 5 business days. Your confirmation number is **0-776-241-152**.

To pay the tax due, if applicable, please go to the **Make a Payment** tab.

Component Type	Component Amount	Detail
Starting Balance	\$567.00	Amount includes any existing tax, penalty or interest and any existing credits
Adjustment of Tax Due	\$567.00	Amount reflects the tax impact of your adjustment
Total Balance	\$1,134.00	Expected quarter balance

To print this confirmation page, click the Print Confirmation tab.

To print a copy of the report just filed, click the Print Report tab. **You do not need to mail in a copy of the printed report.**

Please click **'Ok'**, to return to the account screen.